



Danny Rhynes Interagency Training Center
602 S. Tippecanoe Ave.
San Bernardino, CA 92408
(909) 382-2984 Fax (909) 382-4192
Email: drtc@fs.fed.us

Memorandum

DATE: December 12, 2011

SUBJECT: S-261 Applied Incident Business Management

TO: Course Participants

You have been selected to attend the S-261 Applied Business Management training session at the Danny Rhynes Interagency Training Center on January 25-27, 2012. Class will begin on Wednesday, January 25 at 0900 and will end around 1200 hours on Friday, January 27. The Cadre has added I-Suite as an additional enhancement to the course on Friday the 27th from 0800-1200. I-Suite focus will be on posting equipment and personnel time.

Course Description:

This course is an instructor led course designed for entry-level finance positions. The format is a mix of exercises, facilitated group discussions and lecture supported by PowerPoint presentations. Students work directly from the Interagency Incident Business Management Handbook for most of the exercises.

****ALL STUDENTS:** Please complete and return the pre-registration form to the training center no later than close of business **Wednesday January 9, 2012**. FAX copies are sufficient.

Tuition:

Your tuition cost is \$300.00

All students must submit a NWCG Nomination Form with proper agency charge codes and signatures for payment. Forms can be attained on-line at: "nationalfiretraining.net."

Billing Information:

Forest Service (Other Regions): The approved NWCG Nomination Form will be used for payment. This form must include proper agency charge codes and signatures.

Other Federal Agencies: The approved NWCG Nomination Form will be used for payment. This form must include proper agency codes, agreement numbers and signatures.

Other Non Federal Agencies: It is recommended that students pay with check or money order at the facility at the start of class. There is an additional 7.1% administrative fee added to this tuition charge. If payment is not received, a bill of collection will be issued to your agency.

Cancellations: Cancellations must be made two weeks prior to the course start date. If a cancellation occurs after the two-week cut off and the slot goes unfilled, there will be a charge not to exceed the tuition charge for the course. **The last date to cancel for this course is January 9, 2012.**

If a student cancels within the two-week period and pre work has already been received, the student needs to return pre work to the training facility.

Travel: For travel and lodging information navigate on the internet to the DRTC website:
<http://www.fs.usda.gov/goto/sanbernardino/travel>

Dress: Students are to wear casual office attire. This means attire suitable for public contact (no shorts, tank tops, flip flops, etc).

Any questions regarding this course may be directed to your unit training coordinator or appropriate training representative. If you are self-sponsored, you may contact the training center directly at drtc@fs.fed.us

/s/ Kristel Johnson

Kristel Johnson
Forest Training Officer, DRTC

Enclosures:

Driving Directions, Lodging Information & Local Area Map
All Student, Pre-Registration Form